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27 November 1950

MEMORANDUM FOR: SERVICES OFFICER

FROM: Assistant Director for Special Operations

SUBJECT: Provision of Routine Supplies and Forms to Field Stations

1. It is desired to institute a system for the provision of routine supplies and forms to OSO field stations on an automatic basis thereby eliminating the present inefficient and unsatisfactory procedure and providing the field stations with a constant supply of necessary supplies and forms without the necessity for individual requisitions.

2. It would appear to be feasible to provide the Services Office with specific listings of the normal requirements of individual stations and request that shipments of listed items and quantities be automatically made on an annual or biannual basis. Special requirements, additions, reductions, or complications introduced by integration procedures would be the responsibility of OSO who would notify the Services Office by memorandum applicable to individual requirements lists.

3. Your comments and/or concurrence with this proposal are requested.

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